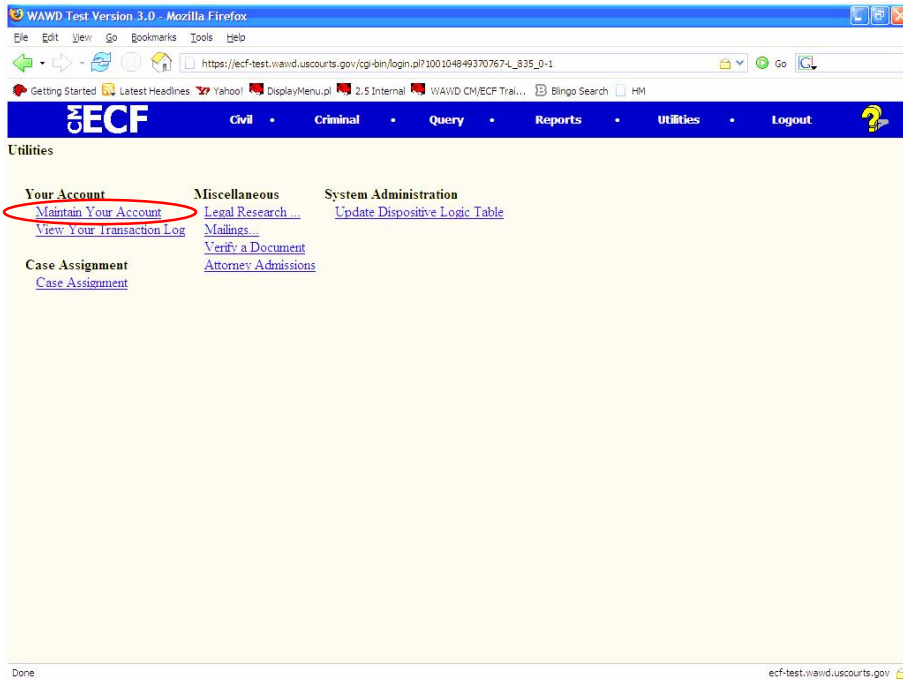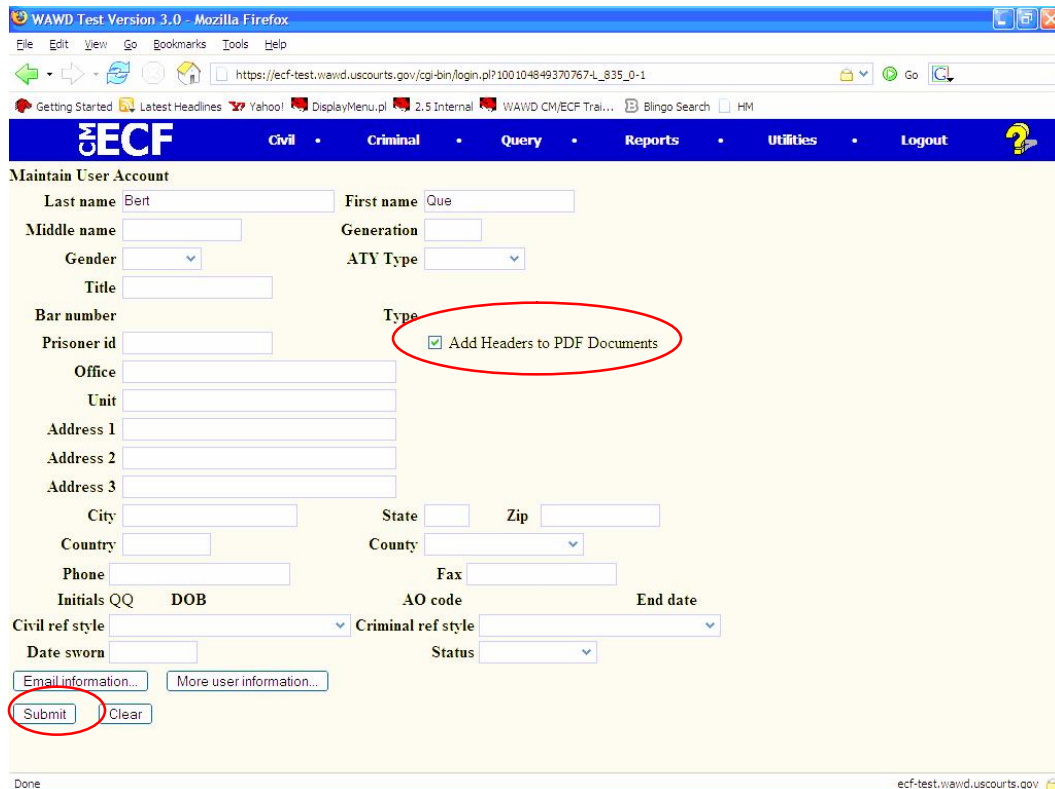**Problem:** The "Include PDF Headers" check box in Query is not defaulted to 'checked'.
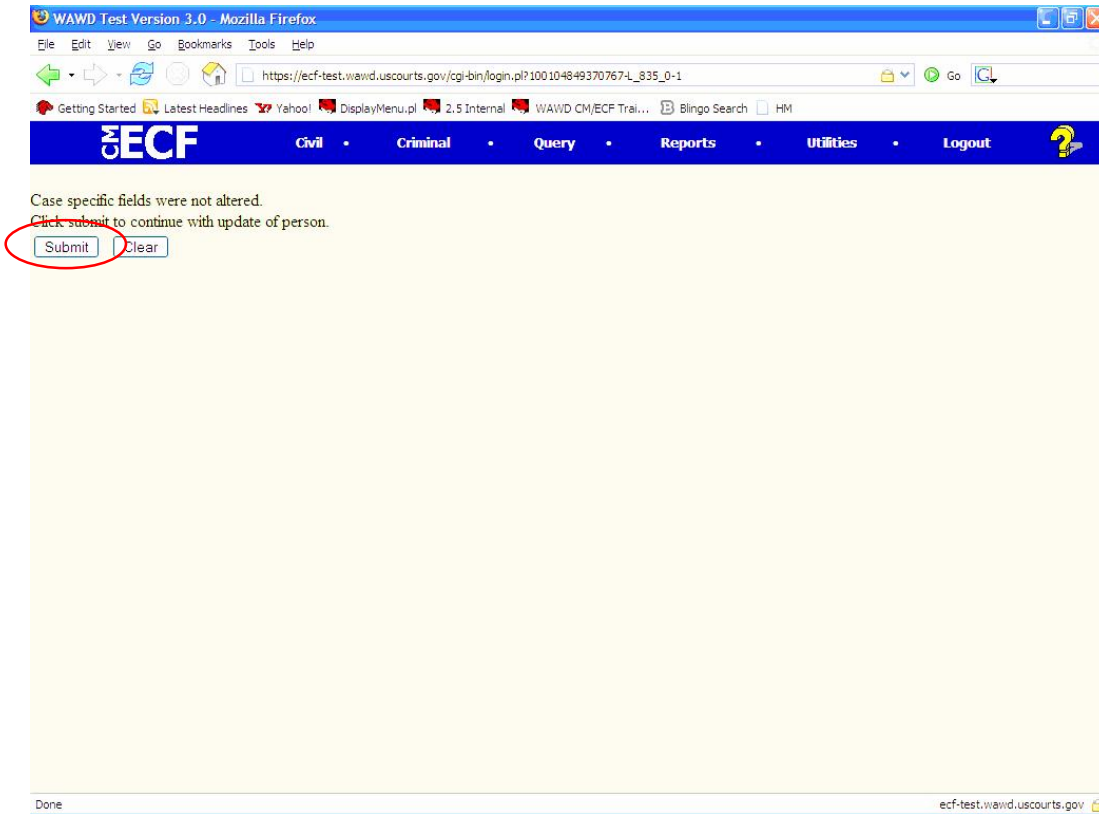
Solution: Users must follow a series of steps to reset their settings. Below are the steps to be taken:

1. Login to ECF. Click on Utilities and select 'Maintain Your Account'.
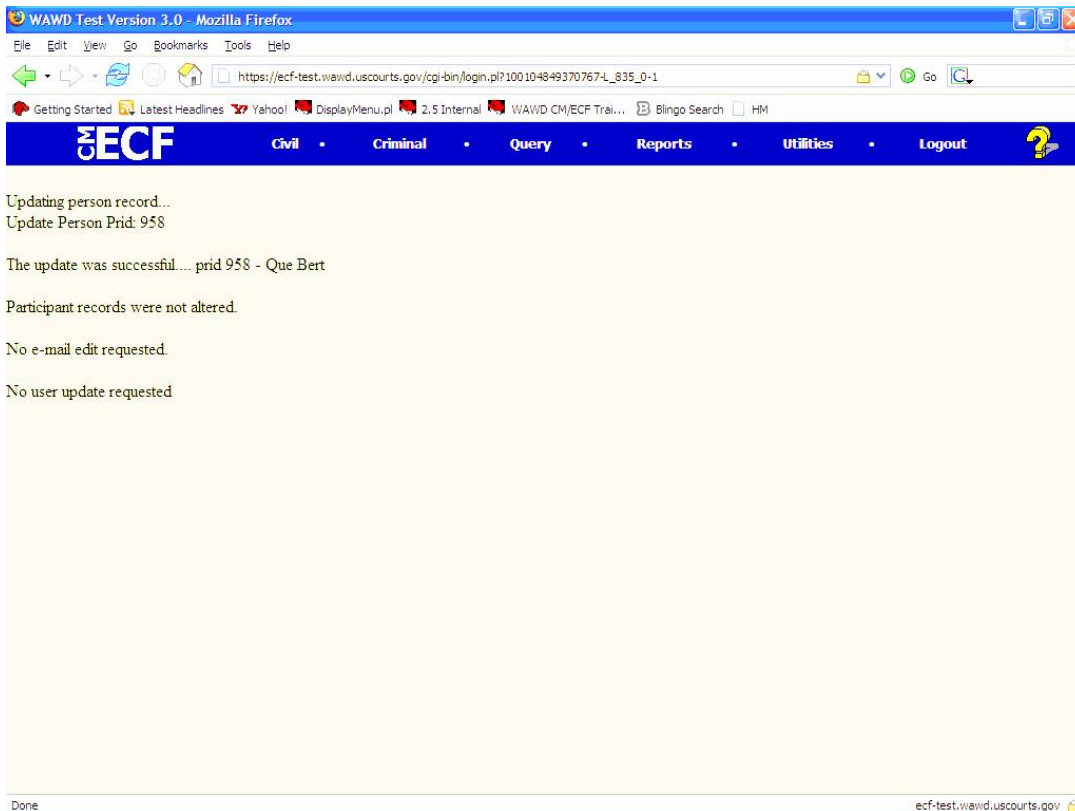

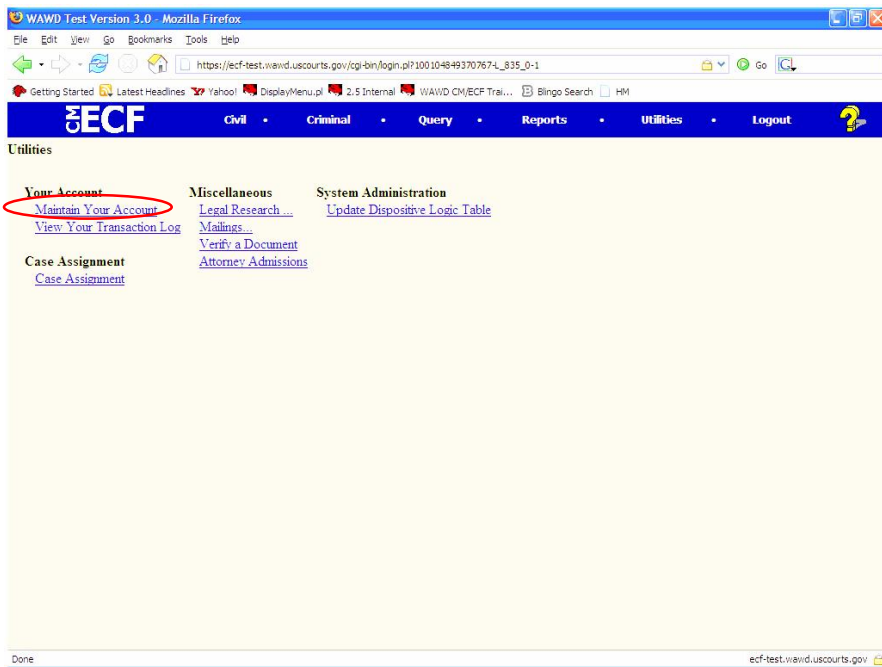2. Uncheck the 'Add Headers to PDF Documents'. Click 'Submit'.

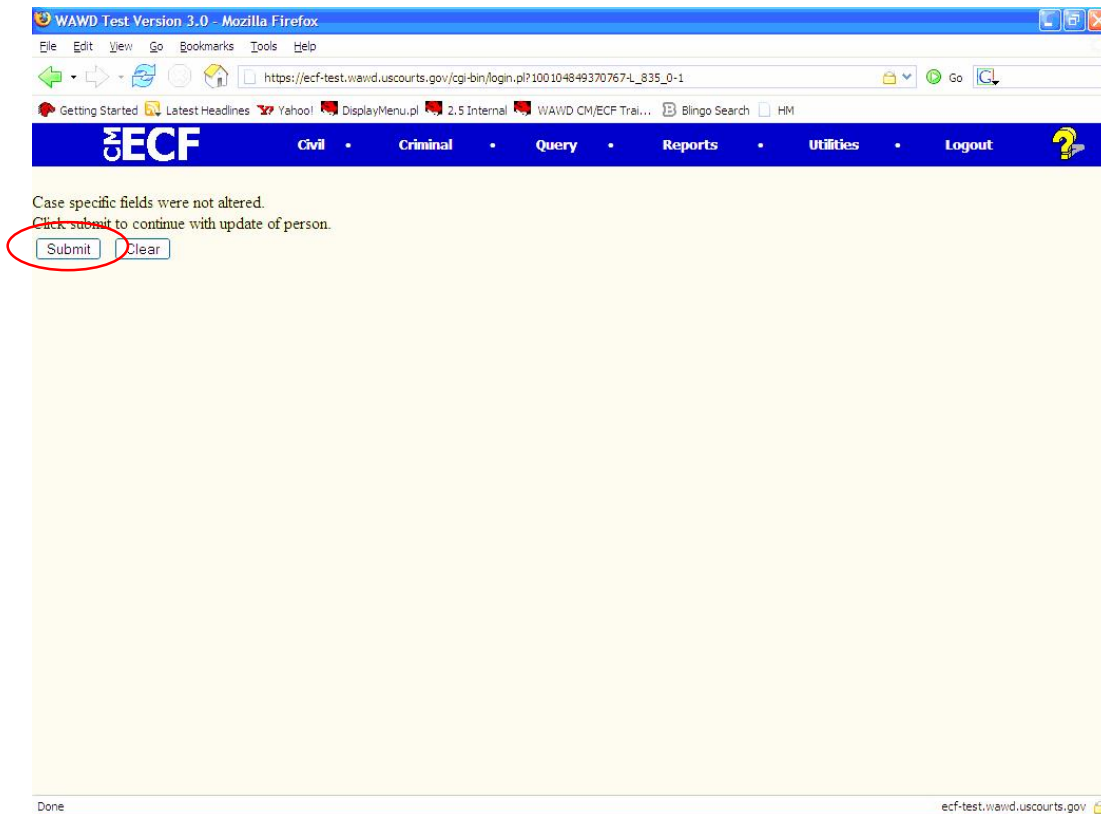4. You will receive notice that the update was successful.

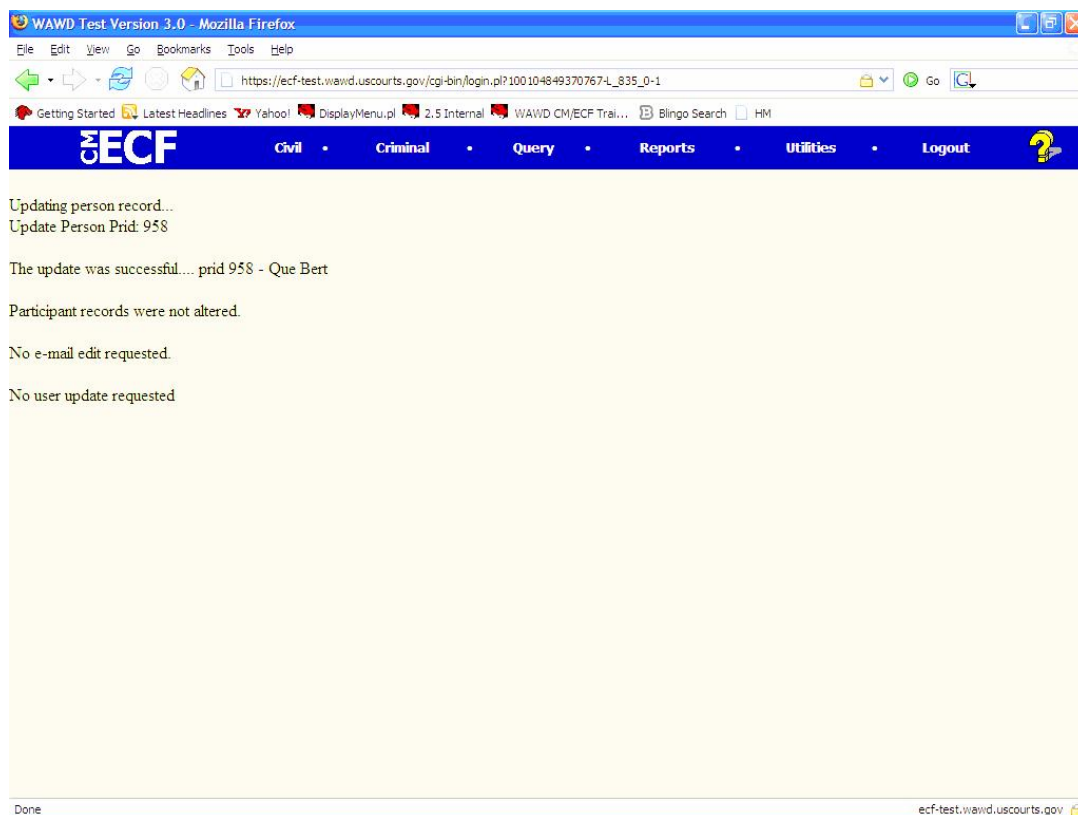## 5. Click Utilities and select 'Maintain Your Account'.

6. Check 'Add Headers to PDF Documents' and click 'Submit'.

7. Click 'Submit' again on this screen.

8. You will receive notice that the update was successful.

9. Log out of ECF.

10. Clean your Cache. ChooseTools → Options.

11. The options pop-up window will appear. In the Privacy Screen active, Select 'Clear All' button. Then Click 'OK'.
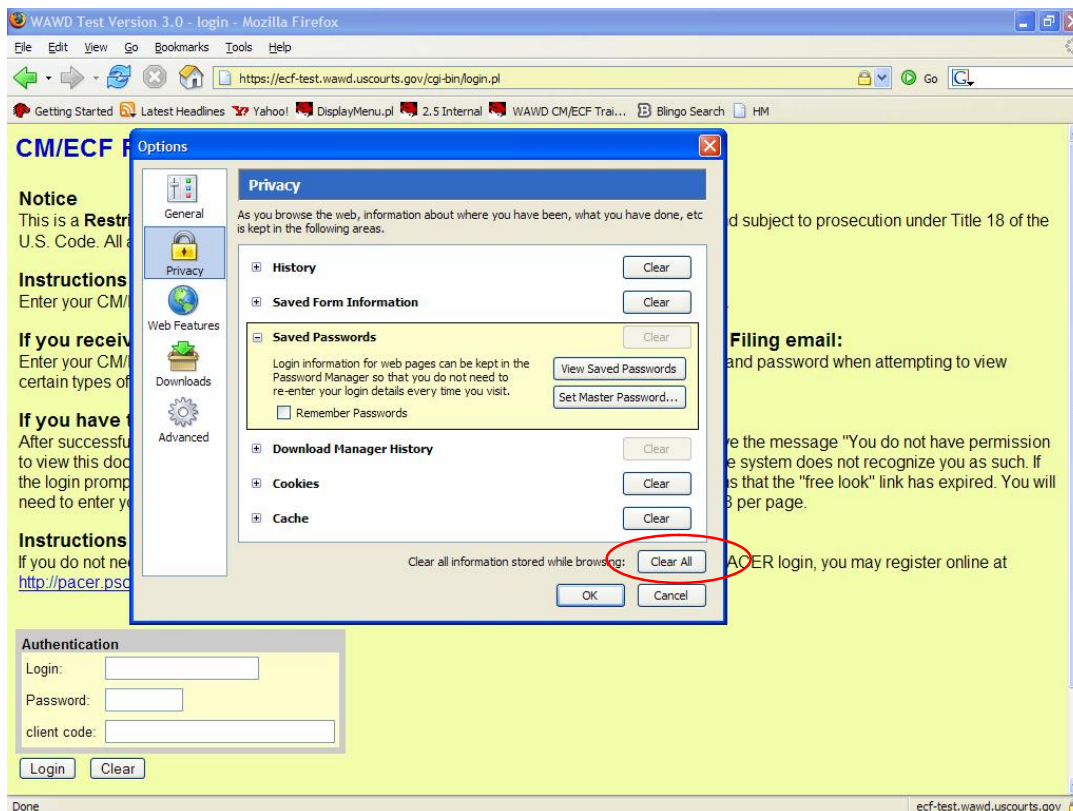
12. Login to ECF.
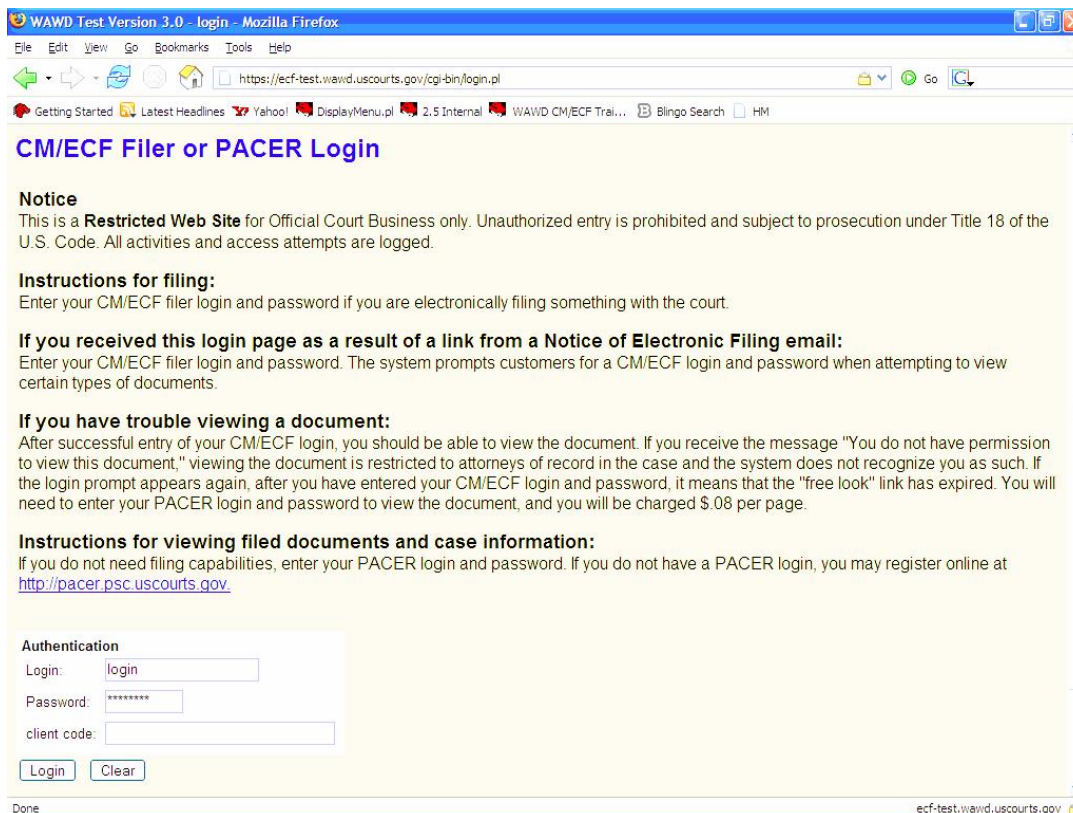
13. Go to Query and enter a case number and select 'Run Query'.

14. Select 'Docket Report'.

15. The check box will now be checked and will remain checked the next time you run a Docket Sheet Query.